




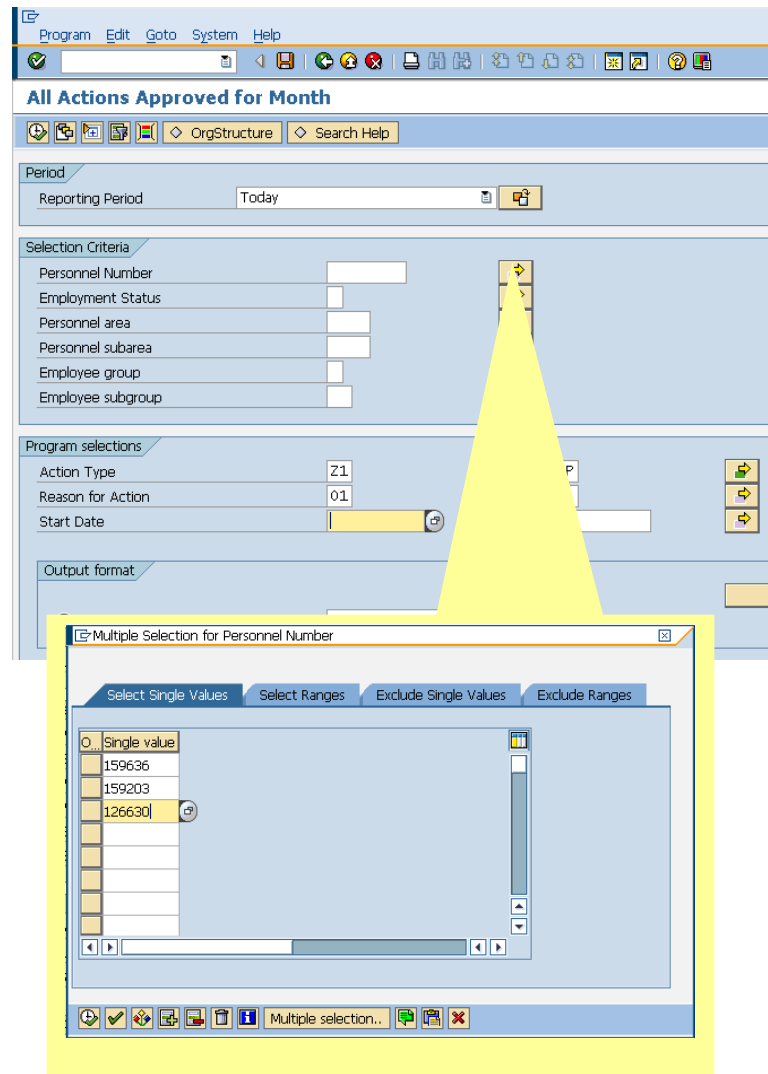



# All Actions Approved for the Month - Report Instructions

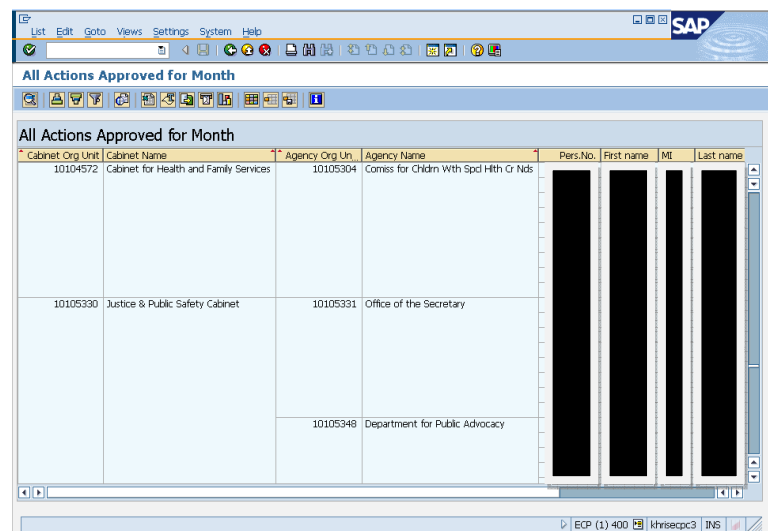


Use this report to list all actions approved for a month by employee last name.

1. From the main screen, type transaction code: **ZPAQ0032**.
  2. Click the **Enter** button  or press **Enter** to continue.
  3. *Reporting Period* – Choose a period from the list.
  4. *Personnel Number* – (Optional) Type a PerNr or click the **Multiple Selection** button  to type multiple PerNrs.
  5. (Optional) Enter additional search criteria in the Selection Criteria section.
- NOTE: This report displays all approved actions except for:  
ZL – State Active Duty Hire  
ZM – State Active Duty Rehire  
ZN – State Active Duty Separation
6. *Start Date* – (Optional) Enter a start date.
  7. Click the **Execute** button  or press **F8** to execute.



8. The report displays.
9. Click the **Back** button  or press **F3** to return to exit the report.



Cabinet Org Unit	Cabinet Name	Agency Org Unit	Agency Name	Pers.No.	First name	MI	Last name
10104572	Cabinet for Health and Family Services	10105304	Commiss for Childrn With Spcl Hlth Gr Nds				
10105330	Justice & Public Safety Cabinet	10105331	Office of the Secretary				
		10105348	Department for Public Advocacy				